



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
DISTRICT I
MANUEL L. QUEZON ELEMENTARY SCHOOL

NOTICE OF AWARD

February 13, 2025

DANIEL S. CO

Cokins Everywear & General Merchandise
109 Kayang St., Azcko
Baguio City

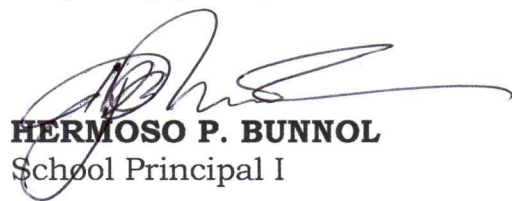
Dear Mr. Co:

We are pleased to notify you that your price quotation and proposal for the procurement of *office supplies for the first quarter* in the amount of PHILIPPINE PESOS **forty thousand forty-five pesos only (P40,045.00)** inclusive of appropriate taxes and fees, has been accepted.

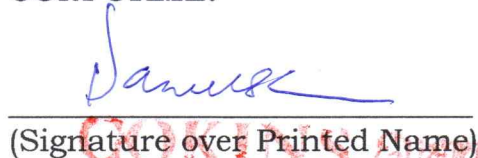
Should you agree with the award of the contract, please acknowledge receipt and acceptance of this notice of signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

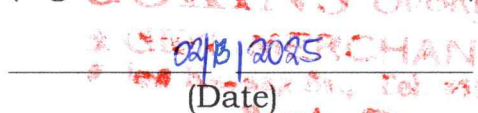
Thank you.

Very truly yours,


HERMOSO P. BUNNOL
School Principal I

CONFORME:


(Signature over Printed Name)


2/13/2025
(Date)



Address: Upper Session Road Extension, Baguio City

Telephone: (074) 422-7696

E-mail: 136414@deped.gov.ph

 DepEd Tayo Manuel L. Quezon ES

PURCHASE ORDER
MANUEL L. QUEZON ELEMENTARY SCHOOL
Entity Name

Supplier : COKINS EVERYWEAR & GENERAL MERCHANDISE Address : 109 Kayang St., Azcko, Baguio City TIN : 165-287-294	P.O. No. : 205-02-006 Date : February 14, 2025 Mode of Procurement : SVP
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Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : Manuel L. Quezon ES	Delivery Term : Deliver in the school
Date of Delivery : 7-214 calendar days	Payment Term : After delivery

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	box	CLIP, backfold, 50mm	8	65.00	520.00
2	ream	PAPER, MULTIPURPOSE LEGAL	55	195.00	10,725.00
3	pack	CLEAR SHEET PROTECTOR REFILL, transparent, long, 11 hole punching, reinforced spine strip, fits 3 ring binders, 100sheets/pack	3	550.00	1,650.00
4	piece	RING BINDER, PVC, D-ring binder, 3-ring, long, 2" spine, white, with front back and side pockets, capacity: 400 sheets	3	600.00	1,800.00
5	piece	DIPLOMA HOLDER, 9inch x 12inch, clear transparency, with flap to prevent certificate from falling off, with 2 hangers for portrait and landscape orientations, blue	180	40.00	7,200.00
6	bottle	EPSON INK REFILL, 664, black	6	300.00	1,800.00
7	bottle	EPSON INK REFILL, 664, cyan	3	300.00	900.00
8	bottle	EPSON INK REFILL, 664, magenta	3	300.00	900.00
9	bottle	EPSON INK REFILL, 664, yellow	3	300.00	900.00
10	bottle	BROTHER INK REFILL, BT5000C, cyan	1	450.00	450.00
11	pack	SPECIAL PAPER, pale cream, 8.5inch x 11inch, 90gsm, 100sheets/pack	5	190.00	950.00
12	gallon	ALCOHOL, Ethyl, 1 Gallon	9	275.00	2,475.00
13	pack	BATTERY, dry cell, size AA	10	40.00	400.00
14	pack	GARBAGE BAG, L, 26 inch x 32 inch, black	120	35.00	4,200.00
15	pack	TOILET TISSUE PAPER, 2 ply	40	90.00	3,600.00
16	gallon	BLEACH, multipurpose, original, 3785mL	9	175.00	1,575.00
NOTHING FOLLOWS					40,045.00

forty thousand forty-five pesos only

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,


 Signature over Printed Name of Supplier


HERMOSO P. BUNNOL

School Principal I

Date: 2/14/2025

Fund Cluster : 01Funds Available : ₱40,045.00

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____

14 FEB 2025


KRISTINE R. GUNDRAN
 Administrative Assistant III



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
DISTRICT I
MANUEL L. QUEZON ELEMENTARY SCHOOL

NOTICE TO PROCEED

February 17, 2025

DANIEL S. CO

Cokins Everywear & General Merchandise
109 Kayang St., Azcko
Baguio City

Dear Mr. Co:

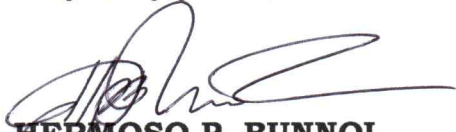
This refers to our award of contract to your company for the procurement of *office supplies for the first quarter* in the amount of PHILIPPINE PESOS **forty thousand forty-five pesos only (P40,045.00)** inclusive of appropriate taxes and fees.

In relation thereto, notice is hereby given to your company that the implementation of the said project shall commence immediately. You are expected to perform the terms and conditions stipulated in the attached contract.


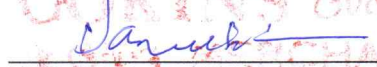
Please acknowledge receipt and acceptance of this notice by signing at the portion provided below of both copies. Keep one copy and return the other to this office at the soonest.

Thank you.

Very truly yours,


HERMOSO P. BUNNOL
School Principal I

CONFORME:



(Signature over Printed Name)
Date: 02/17/2025



Address: Upper Session Road Extension, Baguio City

Telephone: (074) 422-7696

E-mail: 136414@deped.gov.ph

 DepEd Tayo Manuel L. Quezon ES



Republic of the Philippines
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DISTRICT I
MANUEL L. QUEZON ELEMENTARY SCHOOL

BIDS AND AWARDS COMMITTEE

RESOLUTION NO. 006, S. 2025

**RECOMMENDING THE AWARD OF CONTRACT THROUGH
ALTERNATIVE METHOD OF PROCUREMENT – SMALL VALUE
PROCUREMENT TO COKINS EVERYWEAR & GEN. MERCHANDISE FOR
THE PROCUREMENT OF OFFICE SUPPLIES FOR THE FIRST QUARTER**

WHEREAS the Department of Education prepared the Purchase Request (PR) for the procurement of **office supplies for the first quarter** with an Approved Budget for the Contract (ABC) of **fifty-two thousand sixty-five pesos only (P52,065.00)** (Annex A);

WHEREAS on **February 3, 2025**, the DepEd – Bids and Awards Committee (BAC) posted/published the Request for Quotation (RFQ) for the said procurement project. The following suppliers/distributors signified their intent to participate by submitting their respective quotations/proposal, to wit:

Supplier/Distributors	Quotation
COKINS EVERWEAR AND GEN. MERCHANDISE	₱ 40,045.00
ML CONSUMER GOODS TRADING	₱ 43,519.00
PANGHOI ENTERPRISES	₱ 49,356.00
BAGPI DRY GOODS	₱ 51,448.00

WHEREAS the proposal of **COKINS EVERYWEAR & GEN. MERCHANDISE** is found to be most compliant with the PR, and its price quotation amounting to **forty thousand forty-five pesos only (P40,045.00)** is the most economical and advantageous to the Government, thereby rendering the same as the lowest calculated responsive bid;

WHEREAS Section 12 of R.A. No. 9784 mandates that the BAC shall recommend the award of the contract to the Head of the Procuring Entity or his/her duly authorized representative.

NOW THEREFORE, for and in consideration of the foregoing, **We**, the Members of the Bids and Awards Committee, hereby **RECOMMEND** to the School Head the **AWARD OF CONTRACT** via Negotiated Procurement – Small Value Procurement to **COKINS EVERYWEAR & GEN. MERCHANDISE** for the procurement **office supplies for the first quarter** in the amount of **forty**



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thousand forty-five pesos only (P40,045.00) inclusive of appropriate taxes and fees.

RESOLVED, this 12th of February 2025 at Manuel L. Quezon Elementary School, Baguio City.



NICOMEDES D. TABELIN
BAC Chairperson




MARK M. CAGAOAN
BAC Vice-Chairperson



ALICE M. SAWALI
BAC Member

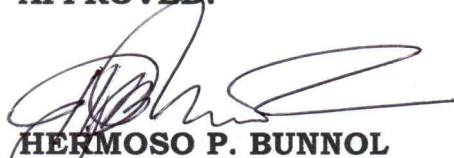


LEAH S. DACSIG
BAC Member



JENNIFER D. LACHICA
BAC Member

APPROVED:



HERMOSO P. BUNNOL
School Principal I
Approved on 02/12/2025

ITEM	UNIT	QUANTITY	DESCRIPTION AND/OR SPECIFICATION	COKINS EVERYWEAR AND GEN. MERCHANDISE	ML CONSUMER GOODS TRADING	PANGHOI ENTERPRISE	BAGPI DRY GOODS
1	box	8	CLIP, backfold, 50mm	520.00	624.00	576.00	320.00
2	ream	55	PAPER, MULTIPURPOSE LEGAL	10,725.00	10,615.00	11,990.00	10,340.00
3	pack	3	CLEAR SHEET PROTECTOR REFILL, transparent, long, 11 hole punching, reinforced spine strip, fits 3 ring binders, 100sheets/pack	1,650.00	105.00	1,440.00	912.00
4	piece	3	RING BINDER, PVC, D-ring binder, 3-ring, long, 2" spine, white, with front back and side pockets, capacity: 400 sheets	1,800.00	1,050.00	1,860.00	60.00
5	piece	180	DIPLOMA HOLDER, 9inch x 12inch, clear transparency, with flap to prevent certificate from falling off, with 2 hangers for portrait and landscape orientations, blue	7,200.00	8,100.00	10,440.00	6,480.00
6	bottle	6	EPSON INK REFILL, 664, black	1,800.00	1,710.00	1,800.00	1,560.00
7	bottle	3	EPSON INK REFILL, 664, cyan	900.00	855.00	930.00	780.00
8	bottle	3	EPSON INK REFILL, 664, magenta	900.00	855.00	930.00	780.00
9	bottle	3	EPSON INK REFILL, 664, yellow	900.00	855.00	930.00	780.00
10	bottle	1	BROTHER INK REFILL, BT5000C, cyan	450.00	410.00	450.00	600.00
11	pack	5	SPECIAL PAPER, pale cream, 8.5inch x 11inch, 90gsm, 100sheets/pack	950.00	1,250.00	1,250.00	260.00
12	gallon	9	ALCOHOL, Ethyl, 1 Gallon	2,475.00	3,150.00	4,050.00	5,040.00
13	pack	10	BATTERY, dry cell, size AA	400.00	500.00	480.00	960.00
14	pack	120	GARBAGE BAG, L, 26 inch x 32 inch, black	4,200.00	6,000.00	5,400.00	7,680.00
15	pack	40	TOILET TISSUE PAPER, 2 ply	3,600.00	6,000.00	5,120.00	12,160.00
16	gallon	9	BLEACH, multipurpose, original, 3785mL	1,575.00	1,440.00	1,710.00	2,736.00
TOTAL				40,045.00	43,519.00	49,356.00	51,448.00

We hereby certify that the bids or quotations received were opened at the date and hour indicated and the prices offered as stated above.

Canvassed by:

PHOSTED IN PHILGEPS
Canvasser

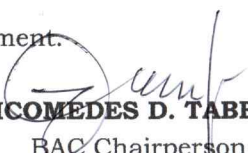

JENNIFER D. LACHICA
BAC Member


LEAH S. DACSIG
BAC Member


ALICE M. SAWALI
BAC Member


MARK M. CAGAOAN
BAC Vice-Chairperson

Award is hereby given to the bidders for items in red ink, prices quoted being the lowest and the most advantageous to the government.


NICOMEDES D. TABELIN
BAC Chairperson